



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Department of Transportation No. 2 Capitol Square Atlanta, Georgia 30334-1002	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number	85-30
Application Number			Date Received MAR 8 1985	Date Completed APR 04 1985
2. Person to Contact Wayne Kelly		Working Title Accounting Officer I	Telephone Number 656-5595	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1984	Latest to date	5. Records Series Title (followed by title used in office; if different) Vehicle Monthly Summaries (CAMS) Microfiche		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION OF ADMINISTRATION PROVIDES STAFF SUPPORT TO THE DEPARTMENT IN THE AREAS OF GENERAL ACCOUNTING; AUDITS AND FISCAL PROCEDURES; PERSONNEL AND TRAINING; CONTRACTS PROCUREMENT AND ADMINISTRATION; EQUIPMENT CONTROL; PURCHASING; COST ACCOUNTING; GENERAL FILES; RECORDS MANAGEMENT; DEPARTMENT BUDGET; SAFETY RISK OPERATIONS AND TELECOMMUNICATIONS; INVENTORY AND WAREHOUSE CONTROL;  GENERAL SUPPORT SERVICES IS RESPONSIBLE FOR CONTRACT PROCUREMENT AND ADMINISTRATION; EQUIPMENT CONTROL; PURCHASING; COST ACCOUNTING; GENERAL FILES; RECORD MANAGEMENT; DEPARTMENT BUDGET; SAFETY AND RISK OPERATION; TELECOMMUNICATIONS; HEATING AND AIRCONDITIONING; WAREHOUSE.  COST ACCOUNTING RESPONSIBLE FOR VEHICLE COST AND INVENTORY CONTROL.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: MAINTAINING COST ACCOUNTING INFORMATION FOR VEHICLE COSTS AND INVENTORY CONTROL.  Included are: "Fleet Issues from Inventory (CAMS #862 X) Report." NEW REPORT NUMBER BEGINNING MARCH 1, 1985 is 8660-72          File is arranged: MONTHLY				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>seldom</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>11 cu. ft. a yr.</u> Prior to 1984 7-1-84 - present- 1/2 microfiche box per year				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? distributed to district field offices for reference purposes

# 11. Retention Requirements

The following requires the series to be kept:

reference purposes

- |                          |                |                                   |                |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law             | _____ years.   | d. Audit period                   | 3 _____ years. |
| b. Statute of limitation | _____ years.   | e. Administrative need            | 3 _____ years. |
| c. Federal law           | 3 _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.  
Federal Law requires project related cost accounting records must be retained 3 years after the fiscal or calendar year in which the file was created (entry was made).

FHPM Volume 1 Chapter 6, Section 2 (See below for explanation of need for security microfiche)

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Prior to July 1, 1984 Paper ☐ Calendar Year; ☐ Fiscal Year; ☒ Other Immediately then,  
Copy

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then Paper copy prior to July 1, 1984
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) July 1, 1984 - Present: Microfiche Reference Copy - Hold in current files area 5 years and until no longer needed for for reference; then destroy.
- Microfiche Vital Records Copy - Cut off file at end of each fiscal year; then transfer to Archives Microfilm Security Vault; then destroy.

NOTE: These files may not be destroyed until all audit questions are resolved.

Item 11 (continued) - Because CAMS is a new computer system for maintaining cost accounting data, it is difficult to project how long the security copies of microfiche generated by the system might be needed. The Department is recommending a 2-year retention period for the security microfiche based on the long-term nature of highway projects, but will re-evaluate These instructions apply to all prior and future accumulations of the series.

the administrative value of this data from time to time and will request an adjustment if it is later determined that data is needed for a longer or shorter period of time.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James A. Syet</i>		<i>Martha B. Burk</i>	3/5/85
State Records Committee (Signature)			
State Auditor/Designee		<i>Norm H. Smith</i>	4-1-85
Secretary of State/Designee		<i>Edward Weldon</i>	3/28/85
Attorney General/Designee		<i>Scott Rogers</i>	4/2/85

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

85-30